



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .0400
Title: Offender Personnel
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POLICY AND PROCEDURE

.0401 POLICY

It is the policy of the Food and Nutrition Management Department to select the most qualified offender workers available in order to ensure compliance with established policies and procedures which govern each facility food management operation as outlined in the North Carolina Department of Public Safety Offender Assignment Manual.

.0402 OFFENDER ASSIGNMENT

The lead Food Service Manager/Supervisor, or designee, shall work together with program staff Assignment Coordinator to select offender workers for the food management operation. The lead Food Service Manager/Supervisor, or designee, will assign selected offenders to each incentive wage position within the department. Each assignment will be documented in OPUS by the designated programs staff.

.0403 OFFENDER JOB DESCRIPTION

A current description of the job responsibilities for each incentive wage position will be kept on file. All offender workers will indicate, by signature, they have read and understand their job description. A copy will be kept in Food Service as well as placed in the offender's file by his/her case manager.

.0404 OFFENDER UNIFORM AND DRESS

All offenders working in food management will wear clean uniforms. Each offender is issued uniforms, per their facility's Standard Operating Procedure (SOP). Uniforms issued to food service offenders may only be worn during scheduled work hours.

All offenders working in food production areas must wear approved hair restraints such as bouffant caps, hair nets and beard restraints. Offenders' hair must be completely covered by hair restraints.

.0405 OFFENDER HYGIENE

Any offender worker reporting to a facility food management operation with symptoms of illness (sore throat with fever, diarrhea, vomiting, jaundice), infected and/or open and draining cuts, wounds, lesions, or boils containing pus on the hand, wrist, or exposed body part that are not properly covered, will not be allowed to work in the food preparation area until he/she has been cleared by medical staff. Any worker who has been diagnosed with a foodborne illness caused by Shiga Toxin-Producing E. coli, Shigella, Salmonella Typhi, norovirus, Hepatitis A, or non-typhoidal Salmonella will not be allowed to work in the food preparation area until cleared by medical staff.

All workers shall demonstrate habits of personal cleanliness, (i.e. bathe daily, use deodorant, brush teeth regularly, shampoo hair frequently), and dress in clean clothes.

Each offender must wash his/her hands using soap, warm water, and an individual disposable towel. Hands must be washed before beginning work and putting on gloves, after each visit to the toilet, after coughing, sneezing, eating or drinking, before and after handling raw food, after contact with any unsanitary surface including; unclean equipment, utensils and worktables, garbage or trash, soiled clothing and rags. Hands must also be washed when returning to the food production area after leaving

.0406 DAILY SHIFT SCREENING FOR OFFENDER WORKERS

Offenders in facility food management operations shall be monitored daily for health and cleanliness by the Food Service Manager or designee. Offender workers will be screened before each shift. The Daily Shift Screening for Offender Workers form will be utilized to document screening results.

.0407 OFFENDER TRAINING

The lead Food Service Manager/Supervisor, or designee, at each facility shall conduct training sessions for offenders pertaining to sanitation rules and regulations, food preparation techniques and personal hygiene.

Food Management staff at each facility shall conduct training for offenders in the safe and proper operation of food production equipment. Offenders shall indicate, by signature, they have received training on each piece of equipment utilized to fulfill their job assignment on the standard Division of Prisons form.

Offenders may not utilize food production equipment until training has been conducted and documented.



Commissioner of Prisons

June 1, 2020

Date

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